



BEVERLEY GRAMMAR SCHOOL

Job Title: Kitchen Assistant

Location: Beverley Grammar School, Queensgate, Beverley

Grade: 7

Hours: 16 hours per week, across 5 days, term time only
Postholder may be asked to complete overtime to cover absences

PURPOSE AND SCOPE:

Working in the Catering Team, principle responsibilities include:

- Preparation of food;
- Service of food;
- Cleanliness of dining facility.

MAIN DUTIES AND RESPONSIBILITIES

- To assist in the preparation of food for service;
- To assist in the preparation of buffets for school events;
- To assist in the service of food to customers;
- To assist in the operation of kitchen equipment, including tills;
- To assist in the cleaning of the Dining Hall, kitchen and kitchen equipment;
- To assist in the delivery of a Healthy School meal provision;

General Duties

- to participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.

Successful appointment is subject to references and completion of DBS check and online registration.



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Kitchen Assistant

PERSON SPECIFICATION

Experience	Experience of working in a catering facility Experience of working in a catering facility in a school.	Essential Desirable	App form
Qualifications and Training	Basic Food Hygiene Basic Health & Safety	Desirable Desirable	App form
Knowledge and Skills	Good communication skills with people at all levels; Able to organise own workload in the context of varied tasks;	Essential Essential	ALL: App form & interview
Personal Qualities	Able to work calmly under pressure; Ability to self-manage, and be effective team member	Essential Essential	ALL: App form & interview